

Part III: Budget Forms

Note: Please use the most current forms available for download on our website.

- Open www.yumacountyaz.gov website.
- Go to Departments & Services
- Scroll down to County Administrator
- A menu will appear to the right select Office of Management and Budget
- Select Training and Related Information.
- Next, select Budget Preparation Material
- Forms will be available
- Budget forms are created in Excel
 - An individual cell can support a limit of 1,024 characters.
 - Please try to limit your comments to the space provided
- **Each form contains a checklist for guidance**

The image displays two screenshots of the Yuma County Arizona website. The left screenshot shows the 'Departments & Services' menu with 'Office of Management and Budget' selected. The right screenshot shows the 'BUDGET PREPARATION MATERIAL' page with links for 'INSTRUCTIONS', 'MANUAL', and 'FORMS'.

Left Screenshot: Yuma County Arizona Website Navigation

- Header: En Español | News | Calendar | Jobs | e-Notification | Contact us
- Navigation Menu: Home, Government, **Departments & Services**, Residents, Visitors
- Departments & Services Menu:
 - County Administrator
 - Development Services
 - Election Services
 - Financial Services
 - General Services
 - Health
 - Housing
 - Human Resources
 - Information Technology Services
 - Legal Defender
 - Library District
 - Public Defender
 - Public Fiduciary
 - Public Works
 - Risk Management
 - YUMA 77
- Right Side Menu:
 - About Us
 - News
 - Office of Management and Budget**
 - Meetings
 - Reports, Permits and Forms
 - Clerk of the Board
 - Emergency Management
 - Communications Office
 - Risk Management
 - Administrative Procedures
 - Ordinances
 - Policies
 - YuCount
 - Yuma County Phone Directory

Right Screenshot: BUDGET PREPARATION MATERIAL

- Header: En Español | Public Notice | Calendar | Jobs | e-Notification | Contact us | Search...
- Navigation Menu: Home, Government, **Departments & Services**, Residents, Visitors, Businesses, How Do I...
- Breadcrumbs: Departments and Services » County Administrator » Office of Management and Budget » Training & Related Information
- Section: **BUDGET PREPARATION MATERIAL**
- Links: Share & Bookmark, Print
- INSTRUCTIONS:**
 - [FY2012-2013 Budget Preparation Instructions](#)
 - [Rate Sheet](#)
- MANUAL:**
 - [FY2012-2013 Budget Preparation Manual](#)
- FORMS:**
 - Total Department Request
 - [Capital Outlay](#)
 - [Threshold](#)
 - [FTE Changes](#)
 - [Position and Related Changes](#)
 - [Supplies and Services](#)
 - [Summary](#)

Position & Related Changes Request Form

➤ **Part one:**

- Describes requests for new positions and changes in sources of funding
- Identifies personnel costs and all associated costs brought by the personnel change.
 - To include associated changes in Supplies & Services, Capital Outlay or Debt Service accounts. (A separate form for this cost is not necessary)
 - Costs need to be identified as “One-Time” or “Recurring”
 - i.e. Salary and benefit costs are “recurring” and furniture or supplies to establish the position would be “one-time”
- All funds requesting new positions are required to fill out this form regardless of their baseline status.
- All funds requesting funding changes to existing positions may use this form or the FTE funding Changes-Existing Position form.
- If you expect to have to pay more than minimum salary to fill the position you are requesting (if request is approved), then use the salary you realistically expect to pay.

➤ **Part two:**

- Includes Statistical and Narrative Description
 - Statistical
 - Asks that you identify what will be the key benefit of the request
 - Improving effectiveness, efficiency/productivity or workload
 - **Efficiency** is expressed as a ratio between the amount of input and the amount of output and can be calculated on the basis of cost or number of FTEs.
 - **Productivity** is the opposite and is derived by dividing output by input.
 - **Effectiveness** measures how well a program or service is accomplishing its objectives and fulfilling the purpose for which it exists

➤ **Part two: Concluded**

- An example of the inter-relationships of these measures:

Example of Effective, Efficiency/Productivity and Workload measures:

Monthly Food Services:

Data:

Dollars spent on Inspections:	\$50,000
# of inspections conducted:	1,200
# of inspector hours:	1,600
Facilities with "A" rating for prior month	65%
Facilities with "A" rating for Current month	90%
Inspections requested – current month	1,200
Inspections projected – next month	2,400
Current # of Inspectors	1

$$\text{Efficiency} = \frac{1}{0} = \frac{\$50,000}{1,200} = \$31.25 \text{ cost per inspection}$$

$$\text{Productivity} = \frac{0}{1} = \frac{1,200}{1,600} \quad \frac{3}{4} \text{ of an inspection per hour (3 completed every 4 hours)}$$

Effectiveness = # of facilities with an "A" rating has increased from 65% to 90%.

Changing workload = 2,400 - 1200 = 1200 additional inspections
 1,200 / .75 of an hour = 1,600 additional inspection hours projected

- Another important metric the BRT will look for is return on investment (documenting how the position will either save the County money or increase revenue).
- The Req/Priority # on this form will be the same as the priority number on the Dept Priority Summary form.
- Please utilize the checklist to guide you for areas the OMB will be reviewing.

Checklist and Example of Position Related & Changes Request Form

TOTAL DEPARTMENT REQUEST: POSITION & RELATED CHANGES	
<input type="checkbox"/>	Identify department (and division if applicable) name in top row of page
<input type="checkbox"/>	Enter Req\Priority # and Title to match that of the TDR Summary Sheet
<input type="checkbox"/>	Change "Date Prepared" as updates/changes are made
<input type="checkbox"/>	Write brief summary of request in the top section.
<input type="checkbox"/>	Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfills
<input type="checkbox"/>	Identify any future years recurring costs
<input type="checkbox"/>	Enter Personnel amounts in 40291 (New Emp) and 40292 (New Emp Benefits)
<input type="checkbox"/>	Verify that Totals for One-Time & Recurring amounts match Summary sheet columns
<input type="checkbox"/>	PAF must be filled out for HR/Finance if request is adopted by BOS
<input type="checkbox"/>	Include stats/narrative (e.g. Return on Investment, efficiency etc...)

Example 1-Position Request (Routine Job Functions)

Department:	Yuma Zoo	Req. \ Priority #:	1
Date Prepared:	1/9/2013	Short Title:	Animal Inspector

TOTAL DEPARTMENT REQUEST: POSITION & RELATED CHANGES

Summary:	Yuma County requires two Animal Inspectors to ensure that all animals within the Yuma Zoo remain both active and healthy.
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PART ONE - RESOURCES NEEDED

Section I Position Information			
Class Title:		Class Status:	Position:
		<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> 100% New <input type="checkbox"/> All Reallocation <input type="checkbox"/> Mixed	
Weekly Hours now:	N/A	Employment type:	Regular (non-grant)
Weekly Hours new:	80	Employment status:	Full-time

Section II Current Funding Allocation (complete if reallocating an existing position)			
Fund & Dept Number	Fund Name	%	Position Number:
			Incumbent's name:
			Current range:
			Current Mo. Salary:

Section III Requested Allocation (or reallocation of existing position)				
Fund & Dept No.	Fund Name	%	Proposed Range	261
00100-01-9999	General	100	Prop. Annual Sal	\$83,128
			Proposed Start Date	07/01/13

Section IV Policy & Mandates	
This position\program is needed primarily	<input type="checkbox"/> to maintain existing service\operating levels.
	<input checked="" type="checkbox"/> to expand, improve or add new service\operating levels.
If the position is mandated, identify the mandate :	N/A
If mandated, what are the consequences of non-compliance	N/A
<u>If this request in fulfillment of a specific Strategic Plan strategy, objective or goal, identify.</u>	Objective #3122

Section V Financial Impacts	
For re-allocations from the General Fund, will this change decrease General Fund Revenue ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much?	N/A
Is additional revenue being generated & budgeted as a result of this change?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much, and in which funds?	\$107,166 in the fund #00100
Will the amount needed in typical future years for this position be generally the same as for this year (less initial start-up costs) ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain:	
Is it likely this position may, directly or indirectly, result in increased dependence on the General Fund in the future?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain:	If revenue projections aren't met, this position could result in increased dependence on the General Fund.
You will need to submit Personnel Action Forms to Human Resources for changes adopted by the Board of Supervisors	

Dept:	Yuma Zoo
Req. \Priority #:	1

Position Change Request Continuation

Section VI Account Detail

► List each fund and account effected by this position change. Group accounts by fund, beginning with the lowest fund no. List dept & object accounts in ascending order by acct no. Show not only direct costs of the position, but also any related amounts budgeted because of the position. (examples: furniture, computer, training, office supplies, vehicle)

► Enter fund name on row preceding accounts for that fund

► **Enter the costs you expect to need**

► Enter subtotals by fund & a grand total

Account Number	Object Name	Amount		Section VIII Comments
		One-time	Recurring	
General Fund				
00100-01-9999-40291	New Employee		\$83,128	
00100-01-9999-40292	New Employee Benefits		\$24,550	
00100-01-9999-41101	Office Supplies		\$1,000	
00100-01-9999-41502	Small Tools & Minor Equipment		\$4,000	
00100-01-9999-41380	Communication Equip/Supplies	\$1,500		
00100-01-9999-42410	Travel		\$2,000	
00100-01-9999-43460	Training		\$2,000	
00100-01-9999-43080	Data Processing Equipment	\$4,000		
Total		\$5,500	\$116,678	
Total Combined (one-time & recurring)			\$122,178	

Dept:	Yuma Zoo
Req.\Priority #:	1

Position Change Request Continuation

PART TWO - ANTICIPATED RESULTS

The key benefit of this supplemental request is to improve

☐ effectiveness

☐ efficiency/productivity

☒ adjust to changing workload

☐ Other

Statistical Description

Yuma Zoo Statistics	Historical 3-year avg.	Current Year	Budget Year
Number of Animals	200	400	500
Number of Inspectors	2	3	5
Inspectors per 100 Animals	1	0.75	1

(1) Inspector is assigned for every (100) animals

(1) Inspector is assigned for every (100) animals

$$\frac{1 \text{ Inspector}}{100 \text{ Animals}} = \frac{x \text{ number of required Inspectors}}{500 \text{ Animals}}$$

Solving for X yields 5 Inspectors. The Yuma Zoo currently has 3 Inspectors and requires an additional 2 FTEs to meet increased demands.

Narrative Description

According to the Bureau for Animal Administration Management (BAAM), the proper ratio for proper animal management is 1 inspector for every 100 animals. Currently, the present ratio is .75 inspectors for every 100 animals, violating the recommendation of BAAM. without an additional animal inspector to handle the increased workload, the following critical activities might not occur, not only violating BAAM standards but also PETA recommended animal regulations, potentially risking animal health and welfare: 1) Inspection of animal enclosures and habitats, 2) Well-being of animals is reduced including their bathing grooming, exercise, and health care requirements, 3) Treating animals for minor injuries, and 4) Carrying out maintenance work for animal environments.

If there aren't sufficient inspectors to treat minor injuries, this will have to be done by a veterinarian at a difference per hour of \$XX.XX. Last fiscal year, Inspectors treated XXX of minor injuries. If 25% of these injuries have been treated by a veterinarian instead, this would cost the County \$X, XXX.

This request addresses Strategic Plan objective #3122 by improving employee safety and animal care

Identify all future costs and/or savings

Dept:	Yuma Zoo
Req.\Priority #:	1

Position Change Request Continuation

PART TWO - ANTICIPATED RESULTS

The key benefit of this supplemental request is to improve

<input checked="" type="checkbox"/> effectiveness	<input type="checkbox"/> efficiency/productivity	<input type="checkbox"/> adjust to changing workload	<input type="checkbox"/> Other
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Statistical Description

Yuma Zoo

Number of FY08/09 Adult Customers	\$	39,731
27% want Behind-The-Scenes tours	\$	10,727
Proposed tour price	\$	999
Projected additional revenue	\$	107,166
Cost to add 2 inspectors	\$	122,178
Signs and brochures	\$	5,750
Projected net cost to the County	\$	(20,762)

Narrative Description

According to a Bureau for Animal Administration Management (BAAM) survey, customers visiting zoo are requesting additional services. A recent local survey of customer needs conducted at the Yuma Zoo confirmed that customers do want additional services. 27% of customers surveyed said they would purchase a behind the scenes tour if offered. Adding 2 additional Inspectors will free up sufficient time to be able to provide these tours. Since the tours will be walking tours, the only one-time costs would be signage and brochures.

Identify all future costs and/or savings

FTE Funding Changes-Existing Positions Form:

- If you have multiple existing positions and the only change you are requesting for these positions is a change in funding, you may use this form
 - It allows you to list all positions on one form rather than having to complete a Position & Related Changes Request form for each position

Example of FTE Funding Changes-Existing Positions Form and Checklist:

Department/Division:	Yuma Zoo				Req./Priority #:	3				
Date Prepared:	January 9, 2013				Title:	Funding Changes				
Total Department Request - FTE Funding Changes - Existing Positions										
Summary:		FTE transfers due to change in funding.								
#	Employee Name	Position #	Class Title	Total Salary	FTE	Salary x FTE	Fund & Dept #	FTE	Salary x FTE	Fund & Dept #
1	Timothy Thomas	143.001	Jungle Enclosure Supervisor	\$ 46,482	-0.02	(930)	02447.9999	0.02	930	02876.9999
2	Richard Robinson	617.006	Cashier	\$ 27,718	-0.04	(1,109)	02447.9999	0.04	1,109	02876.9999
3	Cathy Cruz	457.004	Enclosure Maintenance Worker	\$ 30,168	-0.03	(905)	02447.9999	0.03	905	02876.9999
4	Linda Lopez	318.003	Financial Specialist	\$ 43,892	-0.04	(1,756)	02447.9999	0.04	1,756	02876.9999
5	Joseph Johnson	543.005	Vetenarian Assistant	\$ 36,623	-0.02	(732)	02447.9999	0.02	732	02876.9999
6						-			-	
7						-			-	
8						-			-	
9						-			-	
10						-			-	
11						-			-	
12						-			-	
13						-			-	
14						-			-	
15						-			-	
Total				184,883	-0.150	(5,432)		0.150	5,432	
Description:		The Zoo has been notified that funding from the American Association of Zoo Keepers will be reduced (see attached letter). As such, we will need to move a portion of the funding for affected positions to grant funding from the Animal Preservation League.								
Justification:		The affected positions are integral to the operation of the Zoo and it would increase costs to obtain these services from outside vendors. The costs can be adequately funded from the Animal Preservation grant and the General Fund is not affected.								

TOTAL DEPARTMENT REQUEST: FTE FUND CHANGES TO EXISTING POSITIONS CHECKLIST

Identify department (and division if applicable) name in top row of page

Enter Req\Priority # and Title to match that of the TDR Summary Sheet

Change "Date Prepared" as updates/changes are made

Write brief summary of request

FTE & dollar totals Should match TDR Priority Summary

Supplies and Services Request Form:

- Use this form to explain requests exceeding the approved baseline
- Cost should be identified as “one-time” or “recurring”
 - i.e. A request to purchase a copier
 - The cost of the copier would be considered “one-time”
 - The cost of a maintenance agreement associated with the copier will be “recurring”
- Multiple requests can be listed on one form
 - Keep in mind that all requests on a form will be rated as one request. If there are some items you want much more than others, you might want to use more than one form. Also, if some of the items are to maintain existing service/operating levels and others are to expand, improve or add new service/operating levels you will likely want to separate them on two request forms.
- Computer lifecycle budget requests will be submitted to the BRT by Information Technology Services (ITS). ITS will contact departments to review lifecycle needs.
- The Req/Priority # on this form will be the same as the priority # on the Dept Priority Summary Form

Do Not Use This Form For:

- Supplies & Services requests associated with change in positions
 - Supplies & Services purchases requested in association with position changes are **only** shown on the Position & Related Changes Request Form.
- Supplies & Services requests associated with changes appearing on capital lease/capital outlay form.
 - Supplies & Services purchases requested should appear **only** on the Capital Lease/Capital Outlay form.
- For adjustments that will be made to the utilities line items as a result of the rates established by Finance.

Example of Supplies & Services Request Form and Checklist

TOTAL DEPARTMENT REQUEST: SUPPLIES & SERVICES CHECKLIST

- ☐ Identify department (and division if applicable) name in top row of page
- ☐ Enter Req\Priority # and Title to match that of the TDR Summary Sheet
- ☐ Change "Date Prepared" as updates/changes are made
- ☐ Write brief description of request in Part I.
- ☐ Part II describe any cost reallocations, if applicable
- ☐ Verify that object accounts number matches Object Account Name
- ☐ Verify that object account on request matches object account entered in Oracle (line item report)
- ☐ Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfills
- ☐ Identify any future years recurring costs
- ☐ Provide Quotes
- ☐ Include Justification (e.g. Return on Investment, efficiency etc...)

Department:	Yuma Zoo	Req. \ Priority#:	4																		
Date Prepared:	January 9, 2015	Title:	Contract Service Request																		
TOTAL DEPARTMENT REQUEST: SUPPLIES & SERVICES																					
▶ Reminder: Do not use this form for requests related to position changes or new capital leases\outlay.																					
I. Description:																					
To contract additional custodial services due to an increase in animal population.																					
II. Cost Reallocation <i>If this is a reallocation of costs formerly posted elsewhere, explain:</i>																					
N/A																					
III. Account Detail				IV. Mandates & Strategic Plan																	
▶ Enter fund name on row preceding accounts for that fund.																					
Account Number	Object Account Name	\$ change for this request		This supply\service is needed primarily <input type="radio"/> to maintain existing service\operating levels. <input checked="" type="radio"/> to expand, improve or add new service\operating levels. If the supply\service is mandated, identify the mandate : N/A If this request in fulfillment of a specific Strategic Plan objective or strategy, identify (Only one): Objective #3120																	
		One- time	Annual																		
00100.01.9999.43000	Contract Services		\$ 192,500																		
Total		\$ -	\$ 192,500																		
Total Combined (One-time+Annual)			\$ 192,500																		
Will the amount needed in typical future years be generally the same as for this year (less initial start-up costs) ? Please list all future costs. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																					
Recurring Annual Costs																					
Year 1	Year 2	Year 3	Year 4	Year 5	Total																
					\$ -																
Recurring annual costs to exceed current budgeted amount.																					
VI. Justification (including unit cost information)																					
Yuma Zoo <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th><th>Zoo Area</th><th>Custodial Unit Cost Services Per Sq. Foot</th><th>Total Cost</th></tr> </thead> <tbody> <tr> <td>Current Year</td><td>125,000 (sq. ft.)</td><td>\$1.25</td><td>\$156,250</td></tr> <tr> <td>Budget Year</td><td>225,000 (sq.ft.)</td><td>\$1.55</td><td>\$348,750</td></tr> <tr> <td>Difference</td><td>100,000 (sq.ft.)</td><td>\$0.30</td><td>\$192,500</td></tr> </tbody> </table>							Zoo Area	Custodial Unit Cost Services Per Sq. Foot	Total Cost	Current Year	125,000 (sq. ft.)	\$1.25	\$156,250	Budget Year	225,000 (sq.ft.)	\$1.55	\$348,750	Difference	100,000 (sq.ft.)	\$0.30	\$192,500
	Zoo Area	Custodial Unit Cost Services Per Sq. Foot	Total Cost																		
Current Year	125,000 (sq. ft.)	\$1.25	\$156,250																		
Budget Year	225,000 (sq.ft.)	\$1.55	\$348,750																		
Difference	100,000 (sq.ft.)	\$0.30	\$192,500																		
<p>The Yuma Zoo has added an additional 100,000 square foot space in order to accommodate an increase in zoo animals. The additional zoo area, as well as an increase in unit costs for custodial services demonstrates the need for increased funding.</p> <p>This request supports Strategic Plan objective # 3120.</p>																					
Identify all future costs and/or savings																					

Travel and Training Form:

- The purpose of this form is to account for travel and training activity within department budgets. The totals should match the total department budget for the travel and training line items
 - Additional Travel and Training requests must be submitted through a Supplies and Services Request Form

Example of Travel and Training Form

Department:			Yuma Zoo		Fund Name:		General			
Date Prepared:			January 9, 2013		Fund Account Number		00100.01.9999			
Travel (42410)							Training (43460)			GRAND TOTAL
Event & Location	# attending	# of days	Meal Cost per day/employee	Lodging Cost per day/employee	Transport	Total Travel	Registration /employee	Materials/ employee	Total Training	
Wild Animal care andmaintenance 101-San Diego Zoo	2	3	50	100	150	\$1,200			\$0	\$1,200
Jack Hanna's National Seminar-Yellowstone Net	3	5	70	75	300	\$3,075			\$0	\$3,075
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
						\$0			\$0	\$0
TOTAL						\$4,275			\$0	\$4,275

Note: Please make your best estimate of travel and training based on the information you have at the time and past experience.

TRAVEL AND TRAINING REQUESTS CHECKLIST

- ☐ Identify department (and division if applicable) name in top row of page
- ☐ Change "Date Prepared" as updates/changes are made
- ☐ Specify Fund Name/Number (One travel form per Fund)
- ☐ Check Total Travel (42410) and Total Training (43460) formulas
- ☐ Amount on Travel/Training form should equal amount in Oracle line items
- ☐ Increase in travel/training should be offset by reduction in another line item or submit request for increase

Capital Lease/Outlay Form:

- Use when requesting capital outlay items or facility improvements costing less than \$50,000.
- Use to request authorization to enter into capital leases, or similar types of installment payment transactions in which the expected outcome is ownership of the asset.
- Capital Outlay is an acquisition of land, building, vehicles, equipment, etc. to include lease purchases that are required to be accounted for as a capital lease (i.e. the asset is purchased for less than fair market value at the end of the lease period). If the equipment has an expected life of less than 1 year or the purchase price is less than \$2,000, budget the item under Supplies & Services rather than Capital Outlay.
- A threshold amount list is available on the County website to use as guidance in identifying whether an item is considered Capital Outlay or not. Finance is also available to answer questions.
- Use to receive authority to enter into an installment purchase, even though there may be no installment due until a future fiscal year.
- Purchase cost for lease purchase items is to be the sum of any down payment, lease payments and buy-out costs.
- Include supplies & services related to the request capital outlay item.
- All funds requesting Capital Outlay are required to fill out this form regardless of their baseline status.
- All IT related requests must include a completed assessment form from ITS.
- The Req/Priority # on this form will be the same as the priority number on the Dept Priority Summary Form.

Checklist and Example of Capital Lease/Outlay Form

TOTAL DEPARTMENT REQUEST: CAPITAL LEASE/OUTLAY	
<input type="checkbox"/>	Identify department (and division if applicable) name in top row of page
<input type="checkbox"/>	Enter Req\Priority # and Title to match that of the TDR Summary Sheet
<input type="checkbox"/>	Change "Date Prepared" as updates/changes are made
<input type="checkbox"/>	Write brief description of request in Part I.
<input type="checkbox"/>	Identify which, if any, Strategic Plan Strategy/Objective/Goal request fulfill
<input type="checkbox"/>	Identify any future years recurring costs
<input type="checkbox"/>	Verify that Totals for One-Time & Recurring amounts match Summary sheet columns
<input type="checkbox"/>	Specify if request is replacement purchase
<input type="checkbox"/>	If request is IT related, attach assessment from ITS
<input type="checkbox"/>	Provide quotes for requests
<input type="checkbox"/>	Complete all Applicable sections/Check manual for further instructions

Department:		Yuma Zoo	Dept. Priority:	5
Organization Unit:		Administration	Title:	Electronic Surveillance
TOTAL DEPARTMENT REQUEST: CAPITAL LEASE\OUTLAY				
<p>▶ Reminder: Do not use this form for requests related to position changes.</p> <p>See below for capital outlay requirements. List all future recurring costs.</p>				
I. Description:				
To expand camera surveillance to all portions of the zoo.				
This Purchase is <input checked="" type="checkbox"/> an additional asset, or <input type="checkbox"/> replacement of an existing asset				
This asset will be supported by the County IT Department or will be attached to networks maintained by the County IT Department?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
II. Installment Purchase If this an installment purchase in which the transaction will exceed one fiscal year:				
FY Obligation Entered	FY Asset Received	FY of 1st Payment	FY of Final Payment	Total Cost
III. Recurring Annual Costs				
Year 1	Year 2	Year 3	Year 4	Year 5
				Total
				\$ -
Recurring annual costs to exceed the current budgeted amount.				
IV. Service levels, Mandates & Recurring Costs				
This supply\service is needed primarily		<input type="radio"/> to maintain existing service\operating levels. <input checked="" type="radio"/> to expand, improve or add new service\operating levels.		
If the supply\service is mandated, identify the mandate :		N/A		
If mandated, what are the consequences of non-compliance?		N/A		
If this request in fulfillment of a specific Strategic Plan strategy objective or goal, identify (Only one):		Yes, objective # 3025		
V. Account Detail (for costs during budget year)				
Account Number		Object Name	Amount	
			One-Time	Recurring
Supplies & Services:				
00100-01-9999-43013		Equip Maint & Repair		\$12,000
Capital Outlay:				
00100-01-9999-45420		Comm. Equipment	\$ 48,000	
Total			\$ 48,000	\$ 12,000
Total Combined (one-time & recurring)				\$ 60,000
VI. For Replacement Purchases				
Replaced Item		Age	Mileage\ Other Metric	Comment
VII. Justification				
<p>The purchase of the additional camera equipment and additions to the monitoring station will allow the entire park to be monitored by electronic communication equipment. The increase in the Supplies and Services is to cover the cost of maintaining the new installation. We've documented 4 claims in FY08/09 that could have been prevented if those areas had been monitored. This would have saved the County \$16,800. This request supports Strategic Plan objective #3025 to improve security throughout the zoo.</p>				
<p>Use this form to request capital outlay items or facility improvements costing less than \$50,000. Also use the form to request authorization to enter into capital leases, or similar type of installment payment transactions in which the expected outcome is ownership of the asset.</p> <p>Capital Outlay is any acquisition of land, building, vehicles, equipment, etc. This includes lease purchases that are required to be accounted for as a capital lease, (i.e.; the asset is purchased for less than fair market value at the end of the lease period.) If the equipment has an expected life of less than 1 year or the purchase price is less than \$5,000, budget the item under Supplies & Services rather than capital outlay. Dollar thresholds apply to unit costs. Unit cost includes sales tax and shipping but does not include software training.</p> <p>Also, include supplies & services related to the requested capital outlay item on this form.</p>				
Date prepared:	January 9, 2016			

Department Priority Summary Form:

- On the Position & Related Request, Supplies & Services and Capital Lease/Outlay forms, the department identifies the ranking of a particular request. Consolidate these rankings onto this Department Priority Summary form. There should not be duplicate rankings. Applies to requests impacting the General Fund, Health District, Library District, Jail District and those Special Revenue funds supported by the General Fund.
- Total by Fund

Checklist and Example of Total Department Request Summary Form

TOTAL DEPARTMENT REQUEST SUMMARY CHECKLIST

- ☐ Enter Department Name in box on top of page
- ☐ Group & Rank requests by priority per fund & label each fund group
- ☐ Verify that Request No./Priority No. match request form number
- ☐ Verify that One-Time/Recurring amounts match request form amounts per column.
- ☐ Amounts in request only reflect increase request in budget not total budget
- ☐ Enter FTEs up to 3 decimal places
- ☐ Provide Subtotals per fund
- ☐ Change "Date Prepared" as updates are done to Summary sheet

Department:	Yuma Zoo
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TOTAL DEPARTMENT REQUEST SUMMARY

Note: Attach your individual requests in the same order as shown on this summary.

Request No.\nPriority No.	Title	FY14 Cost			fte's
		one time	recurring	total	
00100 - GENERAL FUND					
1	Animal Inspector	\$5,500	\$116,678	\$122,178	2
2	Program Manager	\$2,750	\$107,550	\$110,300	1
3	Contract Services	na	\$192,500	\$192,500	na
4	Electronic Surveillance	\$48,000	\$12,000	\$60,000	1
5	Exercise Bike Path	\$59,600	\$1,200	\$60,800	na
6	Construct Tarzan Swing-Set	\$10,200	\$1,000	\$11,200	na
7	Improve Penguin Park	\$25,000	\$1,200	\$26,200	na
TOTAL		\$151,050	\$ 432,128	\$ 583,178	4
02499 - MARSUPIAL GRANT FUND					
M 1	Sparring Partner	\$1,000	\$25,000	\$26,000	1
M 2	Fencing & Walls	\$70,000	\$0	\$70,000	na
TOTAL		\$71,000	\$25,000	\$96,000	1
02507 - VIRTUAL ZOO GRANT FUND					
VZ 1	Virtual Zoo Publicist	\$5,000	\$60,000	\$65,000	1
VZ 2	Time & Space capsule	\$5,000,000	\$500,000	\$5,500,000	na
VZ 3	Virtual Giraffe Exhibit	\$ 740,000	\$ 7,500	\$747,500	na
TOTAL		\$5,745,000	\$567,500	\$6,312,500	1
date prepared:	9-Jan-13				

Department Budget Summary (DBS) Forms:

- DBS Forms are used to present the department's budget in the Recommended and Adopted Budget books.
 - **DBS-Organization and New Initiatives Form**
 - The first headings may call for responses that use the same wording as in the current year's budget. If no changes are needed, check the applicable box on the left side of the form and go on to the next item. If you would like changes, please enter the new information in the area provided.
 - Mission Statement: The mission statement should be succinct, but detailed enough to distinguish the department's purpose from that of other departments. Typically, it will be the same from year to year.
 - New Initiatives: New initiatives describe a significant & new program or project listed in your Strategic Goals that you want to highlight.
 - Prior Year Initiatives Status (if applicable):
 - Require an annual update of **Ongoing, Completed or Discontinued**
 - Significant Accomplishments
 - A major achievement by the department within the year.
To be updated annually.

DEPARTMENT BUDGET SUMMARY (DBS) Organization & Initiatives

Department Name:

Mission Statement

☐ Keep Same
☐ Change

Prior Year Initiatives Status: Completed, Ongoing or Discontinued

Brief Description of Initiative	Status
To increase outreach to local schools and organizations	Ongoing
To successfully implement new ERP system to accurately track ticket sales	

New Initiatives: (i.e. establishment of significant new programs/projects)

Two new initiatives are planned 1) To improve marketing directed at group ticket sales, and 2) To improve animal health and increasing the number of wellness examinations.

Significant Accomplishment

Date Completed

1/5/2015

Checklist and Example of DBS-Organization and New Initiatives Form

DEPARTMENT BUDGET SUMMARY: ORGANIZATION AND NEW INITIATIVES

<input type="text"/>	<u>Department:</u> Identify department (and division if applicable)
<input type="text"/>	<u>Mission Statement:</u> If changing, please enter new statement. If not, check box to left.
<input type="text"/>	<u>New Initiatives (Optional):</u> If applicable, enter significant new program(s) / project(s) only. Not budget requests.
<input type="text"/>	<u>Prior Year Initiatives Status:</u> Enter each prior year initiative & indicate whether the status is completed, ongoing or discontinued. This includes any new initiatives from the previous year, if applicable.
<input type="text"/>	<u>Prior Year Initiatives Status:</u> Initiatives that you listed as completed or discontinued in the previous year will not be included in your department budget pages.
<input type="text"/>	<u>Significant Accomplishment (Optional):</u> If your department has had a significant accomplishment during the year that you would like included in your department budget pages, enter it here.
<input type="text"/>	<u>Date prepared:</u> Enter the date the form was prepared. Change as updates / changes are made.
<input type="text"/>	Add additional pages if needed.

Capital Improvements Project Form

- Used when requesting Capital Improvement Projects costing \$50,000 or more.
- Consist of land, buildings, or improvements to same (e.g., elevator, installation in an existing building, or bridge construction on a County road and Information Technology projects).
- CIP budget authority is approved for only one year; a form for a multi-year project must be submitted each year. It's a Non-recurring expense.
- The County Engineer coordinates preparation of the County's Capital Improvements Plan. Request for new projects to be included in the Capital Improvement Plan, or making changes to projects already included, are submitted to him. List **ALL** recurring costs associated with the request and any savings that will result from the project.
- List all costs such as sales tax, shipping, installation, etc. List future recurring costs in the section at the bottom of the form

Example of CIP Form

Capital Improvement Project Request Form (CIPFRM) (\$50,000+)										
Department:		Yuma Zoo		CIP #:			Asset Type:		<input checked="" type="checkbox"/> Additional	<input type="checkbox"/> Replacement
Project Title:		Arctic Exhibit								
Justification:					Expected Completion Date:					
As specified in the Yuma Zoo Master Plan, this will be a world class exhibit area.										
Project Funding										
Revenue Sources	Total Project Sources	Rev thru FY 13		carry over avail. For FY 13	new rev FY 14	est total sources FY 14	est rev FY 15	est rev FY 16	est rev FY 17	est rev FY 18
1 General Fund	\$ -					\$ -				
2 Yuma Zoo Gifts Fund	5,000,000	\$900,000		70,000	3,000,000	3,070,000	1,100,000			
3	-					-				
Total:	\$ 5,000,000	\$ 900,000		\$ 70,000	\$3,000,000	\$3,070,000	\$1,100,000	\$ -	\$ -	\$ -
Project Expenditures										
Uses	Total Project Cost	cumulative:		carry over avail. For FY 13	new appt'n FY 14	est exp FY 14	est exp FY 15	est exp FY 16	est exp FY 17	est exp FY 18
		apprt'd thru FY 13	est exp thru FY 13							
Property Acq:				\$ -		\$ -				
Architectural/Engineering	450,000	450,000	380,000	70,000		70,000				
Administration	200,000	50,000	50,000	-	100,000	100,000	50,000			
Construction:	3,700,000	100,000	100,000	-	2,200,000	2,200,000	1,400,000			
Furniture, Fixtures, Equipment (FFE)	600,000			-		-	600,000			
ITS equipment				-		-				
Contingencies	50,000			-		-	50,000			
				-		-				
Total:	\$ 5,000,000	\$ 600,000	\$ 530,000	\$ 70,000	\$2,300,000	\$2,370,000	\$2,100,000	\$ -	\$ -	\$ -
Incremental Annual Oper. Costs		Start up Year		Typical Full Yr		FY of Operating Start-Up:				
No. of employees:		5		5		FY 10				
Personnel costs:		\$ 200,000		\$ 325,000		Est. Mo. Oper. Start-up:		Dec		
Supplies and Services		700,000		120,000						
Capital Outlay:				3,000						
Total:		\$ 900,000		\$ 448,000						
Other Comments:										
Priority No.										

Please include sales tax, shipping and all other applicable costs

Project Costs Checklist		
The following are items occasionally overlooked when budgeting for projects		
Category	Included in cost category on CIP form	If not included, why not?
Communications Equipment		
Computer Related (Example)		Existing computers will be transferred to new facility upon completion.
Telephone (Example)	Equipment	
Built-in Radio Equipment	Equipment	
Electronic Displays	Equipment	
Offsite Improvements		
(Typically improvements to public right of ways)		N/A
Utilities		
Connection Fees	Construction	
Furniture, Fixtures, and Equipment		
New		Funding available in the Operating Budget
Fees		
Permits Development	Construction	
Impact fees from Governmental Agency	Administration & Legal	
Environmental		
Studies	Arch & Engin	
Mitigation Implementation	Construction	
Project Administration		
(Clerk of works and other oversight including employee time)	Administration & Legal	
Relocation		
(Temporary housing of equip or employees while project under construction)	Construction	
Moving expenses		
Other		

Develop the cost estimate as if it were a "Turn key" project. That is, the end-user could use the improvement at normal operating levels the day the project was completed.